

SPEAK UP: Elevate Your Voice, Presence, and Confidence

Latino Career Chat Takeaway Guide



Speaking up is an intentional act of leadership and presence. It's using your voice to contribute ideas, ask questions, or challenge respectfully—building trust, visibility, and credibility in the process.

Why Speaking Up Matters

Speaking up isn't about being the loudest voice in the room—it's about showing presence, inviting progress, and earning trust. When you speak up:

- You signal leadership potential
- You shape outcomes and culture
- You model courage and conviction

3 Moments to Use Your Voice

SPEAKING UP TO...	EXAMPLES	WHY IT MATTERS
Contribute an Idea	"What if we tried...?"	Drives innovation, boosts visibility
Challenge with Respect	"Can I offer a different lens?"	Shows critical thinking, builds credibility
Seek Clarity	"Help me understand the rationale behind..."	Encourages alignment and learning

20 POWER PROMPTS TO SPEAK UP WITH CONFIDENCE

IDEA CONTRIBUTION

- "I'd like to build on that by suggesting..."
- "Here's an idea that might add value to this discussion..."
- "One possible approach we could explore is..."
- "What if we tried this angle instead?"
- "I've seen something similar work well when we did XYZ..."

SEEKING CLARITY

- “Can you help me better understand the reasoning behind that?”
- “What’s the intended impact of that decision?”
- “How does this align with our bigger goals or priorities?”
- “I want to make sure I’m aligned—are we saying that...?”
- “Would it be okay to clarify a point I may have misunderstood?”

CHALLENGING RESPECTFULLY

- “May I offer a different perspective to consider?”
- “I appreciate the direction—could we explore another lens as well?”
- “Have we considered how this might impact [team/customer/outcome]?”
- “I hear where we’re headed—can I raise a concern I’m noticing?”
- “Could I play devil’s advocate for a moment to stress-test this idea?”

SELF-ADVOCACY

- “I’d love to take the lead on that if the opportunity is available.”
- “In order to succeed, here’s what I need from the team...”
- “I want to share a recent win that reflects our shared goals...”
- “I’ve been reflecting on my growth goals and would love your support in XYZ.”
- “I want to ensure my voice is part of this conversation—here’s my take...”

SPEAKING UP: DO’S AND DON’TS

DO:

- *Prepare your message with intention*
- *Use clear, concise language (aim for 30 seconds or less)*
- *Validate others before adding your perspective*
- *Stay curious and confident even when unsure*
- *Follow up if dismissed or overlooked*

DON’T:

- *Wait for the perfect moment—it rarely comes*
- *Undermine yourself with “This might be silly, but...”*
- *Avoid speaking up due to fear of disagreement*
- *Interrupt or dominate the conversation*
- *Retreat when challenged—lean in and clarify*

REMEMBER: PRESENCE > PERFECTION

Speaking up isn't about having the right answer—it's about having the courage to contribute. Your voice is a leadership tool. Every time you use it intentionally, you strengthen your visibility, confidence, and influence.

BONUS RESOURCES

TED Talk: "Your Body Language May Shape Who You Are" — Amy Cuddy

Book: "The Memo" by Minda Harts (A must-read for women of color in the workplace)

To do: Personal Power Prompts — Identify 3 settings where you'll practice speaking up this month

SPEAKING UP TO...	POWER PROMPT	DATE TO COMPLETE

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